

Electronic Application Outline

Note to Applicants: It is FNS' goal to simplify the application process as much as practicable to enable small, community and faith based organizations to apply for these grants. To that end, the following pages contain a blank outline of the suggested application format. By using this outline, you can insert your own information to complete certain sections of the application. This application format is not required, although using it will assist reviewers in locating important information, and may facilitate your application process.

This outline was created in Microsoft Word, version 9.0. To use it, simply copy and paste the outline into a blank Word document and input your own information under each section. Please be sure that you refer to the application instructions carefully so that no required elements are left out of your application narrative. Also remember not to exceed the 20-page limit (excluding attachments.)

Cover Page

Name of Project:

Name of Organization:

Address of Organization:

Name of Project Director:

Title of Project Director:

Phone Number of Project Director:

Email for Project Director:

Grant Amount Requested:

Target Population:

Geographic Target Area:

Selected Outreach Strategy:

Executive Summary

Project Goal:

Target Population:

Selected Strategy:

Grant Amount Requested:

Project Plans:

Management Structure:

Need

Characteristics of community:

Characteristics of target population:

Barriers to participation:

Description of the problem (including data):

How the strategy responds to the need:

How this project is transferable to other communities:

Program Design and Plan

Overall project plan:

Management plan:

How confidentiality and privacy will be maintained:

Challenges or problems and proposed solutions:

Partners and sub-grantees (if applicable):

Coordination with State and local agencies:

Waivers:

Training:

Self-Evaluation Plan

Description of the evaluation approach used to collect and analyze data to determine the results of the project:

How the self-evaluation will address three aspects: process (what was attempted by the project and by what means); outcome (what were the results); and cost-effectiveness:

How others might replicate the project:

A description of the relationship with the State and local food stamp offices and how the data needed from them will be captured, to what extent and with what frequency:

Types of data needed and how it incorporated into project operations:

How data will be collected and who will collect it:

Description of the Organization

Mission:

Experience:

Capacity:

Financial management system:

Record keeping system:

Budget and Management

Grant funds requested:

Description of funds from other sources or in kind contributions (if applicable):

Line item budget and narrative (line item budget may be an attachment):

How the project is cost effective:

How funds integrity will be maintained:

Roles and responsibilities of key personnel:

Contingency plans in the instance of key personnel turnover:

Resumes for key personnel (may be an attachment):

Organizational chart (may be an attachment):

How the project will be sustainable:

Management plans for sub-grantees (if applicable):

Attachments

Letters of Commitment or Memorandum of Agreement with State and Local Food Stamp Offices
(required)

Letters of Commitment or Memorandum of Agreement with Partners (required)

Letters of Endorsement (required)

Project Plan Table

Organizational Chart

Resumes and Position Descriptions

Line Item Budget

Non-profits only: IRS Determination Letter, List of Board of Directors, and Signed Financial
Statement

Project Plan Table Template

Goal 1:					
Objective 1.1:					
Action Steps	Responsible Person	Time Frame		Data Elements	Evaluation Me
		Start	End		
1.1.1					
1.1.2					
1.1.3					
1.1.4					

Goal 1:					
Objective 1.2:					
Action Steps	Responsible Person	Time Frame		Data Elements	Evaluation Me
		Start	End		
1.2.1					
1.2.2					
1.2.3					
1.2.4					

Goal 2:					
Objective 1.1:					
Action Steps	Responsible Person	Time Frame		Data Elements	Evaluation Me
		Start	End		
2.1.1					
2.1.2					
2.1.3					
2.1.4					